

# Equality and Diversity Policy



## Scope of the policy

This policy is provided by **Tigerlily Training** for the support and welfare of our customers, learners, trainers, staff members and all relevant stakeholders. This policy covers all of the descriptions and categories listed below within its scope.

## Location of the policy

This policy is freely available to all parties via the **Tigerlily Training** website.

## Communication of the policy

All staff and trainers are made aware of this policy and this policy forms part of our staff handbook and trainer contract.

## Statement of Principles

**Tigerlily Training** is committed to the principles of Equal and Diversity. Equality and opportunity for all form part of our core values and we are committed to raising the profile of Equality and Diversity and to being proactive in ensuring fairness to all. The Equality Act 2010 underpins this policy.

All learners, trainers and staff are required to follow and honour the principles of **Tigerlily Training's** Equality and Diversity Policy. We encourage everyone to play a part in promoting our policy in the course of their learning or work.

There are no circumstances under which **Tigerlily Training** will tolerate discrimination, harassment, bullying or victimisation from or towards any staff member, trainer, learner or third party.

This also includes cyber-harassment or cyber-bullying. Any issues must be reported to **Tigerlily Training's** Quality Manager or appropriate person e.g. Line Manager, Trainer.

## Discrimination

Discrimination is when people are treated less favourably than others because of a protected characteristic they have or are thought to have. This includes discrimination on the grounds of their gender, race, ethnic origin, religious beliefs, age, marital status, stage

of development, ability or disability, sexual orientation, gender reassignment, wealth or background.

There are four types of discrimination; Direct discrimination, Discrimination by association, Perception discrimination and Indirect discrimination.

## Racial Harassment

Racial harassment is any action of a racist nature that results in people feeling threatened or compromised. It can include:

- racial name calling
- derogatory remarks
- racist graffiti or jokes
- display or circulation of racially offensive material
- physical threats, insulting behaviour or gestures
- open hostility
- exclusion from normal conversation or social events

## Sexual Harassment

Sexual harassment is unwanted conduct of a sexual nature that affects the dignity of women and men at work, including physical, verbal or nonverbal conduct. It can be in the form of:

- insensitive jokes or pranks
- lewd comments about appearance
- unnecessary bodily contact
- displays of explicit materials
- gestures and leering
- speculation about a person's private or personal life

## Bullying

Bullying is a form of harassment, whether by staff, learners, trainers or any third party. Bullying is verbal, nonverbal or physical conduct that causes individuals to feel threatened, isolated or humiliated – and may include members of a group other than those being directly targeted. Bullying can take many forms and can be quite difficult to detect by those not directly involved. Therefore all

learners, staff, trainers and third parties are asked to report

any instances of bullying at the earliest stages, so that it can be stopped. We treat all reports of bullying in 100% confidence and with complete respect to the person raising the report.

The law recognises bullying as a serious issue and the protection from the Equality Act 2010 makes it a criminal and civil offence to cause harassment, alarm or distress to a person.

### **Victimisation**

Victimisation is when a person is treated less favourably in the same circumstances as any other person. Victimisation can take many forms including mistreatment of a person that has, in good faith, made a complaint or raised a grievance under the Equality Act, or because they are suspected of doing so.

### **Vulnerable Adults**

A vulnerable adult is a person aged 18 years or over who may be unable to take care of themselves or protect themselves from harm or from being exploited.

Abuse of a vulnerable adult can take many forms and cause victims to suffer pain, fear and distress. Adults may be too afraid or embarrassed to raise any complaints. They may be reluctant to discuss their concerns with other people or unsure who to trust with their worries. Sometimes people can be unaware they are being abused.

**Tigerlily Training** staff and trainers have a responsibility to follow this policy and report any suspicions that may arise.

### **Policy/Process Review Date**

This policy/process is reviewed every 12 months with the next review date being: 30 November 2019.

### **Policy Sign-Off**



**Amber Jones**  
**Quality Director Tigerlily Training**

### **Date:**

### **Tigerlily Training Ltd**

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